

Chapter 90 Charters

Rocky Mountain Coordinating Group Charter

Name

The name of this group is the Rocky Mountain Area Wildfire Coordinating Group, hereinafter referred to as the RMCG.

Mission

The Rocky Mountain Coordinating Group (RMCG) is established to promote the safe management of wildland fire and all-risk incidents (within limits of respective statutory authorities) through interagency cooperation, communication and coordination in the Rocky Mountain Area (RMA). The RMA is defined as that area inside the Rocky Mountain Region of the National Forest System and includes all or portions of the States of Colorado, Wyoming, South Dakota, Nebraska and Kansas.

Purpose

- RMCG serves the line officers of the Rocky Mountain Area Fire Executive Council (RMA-FEC) and implements RMA-FEC decisions.
- RMCG initiates actions to improve coordination and integration of state, tribal, and federal wildland fire programs while recognizing individual agency missions.
- RMCG provides geographic area leadership in implementation and communication of policy, standards, guidelines, and qualifications for wildland fire program management.
- RMCG serves as a clearinghouse and provides a forum for discussion of short and long-term wildland fire management issues and related resolution.

Functions

- Promotes individual agency/state and collective meeting of standards, guidelines, training and certification in interagency wildland fire operations.
- Coordinates wildland fire programs across the area.
- Responds to RMA-FEC wildland fire policy, program guidance, and direction.
- Ensures coordination among fire, resources, aviation, and other related program areas.
- Identifies and resolves interagency incident management issues.
- Recruits, develops, and sustains, high reliability Incident Management Teams (IMTs) to meet RMA geographic area needs in accordance with the 2008 RMA Succession Strategy adopted by the FEC (RMA Executive Group, August 15, 2008) including but not limited to:
 - More formal support for and use of sub-geographic area IMT3s; and
 - Recruitment from non-traditional sources (FEMA, State OEM's, etc.).
- Facilitates efficiencies in interagency fire management and all-risk activities at all levels, including, but not limited to:

- Type I and II Incident Commander and Team approval;
- Oversight to the Rocky Mountain Area Coordination Center (RMACC);
- Activation of the geographic area Multi-Agency Coordination Group (GMAC);
- Oversight and approval of the RMA Mobilization Guide; and
- Oversight to RMCG Standing Committees.
- Serves as the point of contact for the National Multi-Agency Coordinating Group (NMAC) and the National Interagency Coordination Center (NICC).
- Utilizes the RMACC as a central source of information and assistance for conducting wildland fire management and all-risk management activities.
- Recognizes outstanding contributions and/or performance in the areas of interagency wildland fire management and all-risk management.
- Reviews RMCG charter annually and makes updated recommendations to the RMA Fire Executive Council.
- Supports the National Response Framework, as well as the National Incident Management System (NIMS) as required.
- Facilitates efficiencies and cooperation in the following areas:
 - Implementation of current fire management initiatives;
 - Fuels and smoke management;
 - Community assistance;
 - Firefighter capability;
 - Restoration and rehabilitation;
 - Prevention and education;
 - Aviation operations;
 - Long-term fire management operations and planning;
 - Training;
 - Wildland Fire Operations; and
 - Communication Systems

Guiding Principles

- Safety is the core value and consideration throughout all RMCG activities.
- Wise and efficient use of funds is an essential consideration in planning and implementing actions to meet individual and collective RMCG objectives.
- Interagency communication, coordination, and cooperation are vital to the effective and efficient use of the area's wildland fire management resources. Actions are based on the leader's intent as expressed by RMA-FEC.
- Trust and integrity are inherent to the success of RMCG. Deliberations are open and transparent.
- Differences in member organizations' responsibilities, missions, and capabilities are recognized and mutually respected.
- Responses to change are through a deliberative process.
- Member accountability for all actions contributes to excellence.

Membership and Organization

The RMCG will be composed of representatives appointed by the respective agency administrator from each of the agencies listed below. Membership consists of representatives from the following organizations:

- Each of the Rocky Mountain Area State Foresters and South Dakota Secretary of Agriculture
- Each Region of the Bureau of Indian Affairs
- Each State Office of the Bureau of Land Management
- U.S. Fish and Wildlife Service, Mountain-Prairie Region
- Each Region of the National Park Service
- U.S. Forest Service, Rocky Mountain Region

RMCG officers will include a Chair and Vice-Chair. Each will serve a one-year term. The rotation will follow the order listed above. The Vice-Chair will be the representative from the next agency in line, and will assume the Chair position as it becomes vacant. Terms will be based on a calendar year with succession occurring at the annual January meeting. Interim vacancies will cause the rotation of the Chair and Vice-Chair to move accordingly.

A Business Manager for RMCG will be hired/retained pending availability of funds. The USFWS will host the position and provide administrative supervision/services. Funding for salary will be provided on an interagency basis.

Operating Guidelines and Procedures

The RMCG shall have an operating plan to provide protocols and procedures for conducting RMCG business.

Given RMCG is a coordination entity, decisions will be determined through consensus.

Where there are two or more representatives from individual RMCG member agencies and states, a unified agency and/or state position is preferable in the decision making process. Representatives will convey their viewpoints in the consensus-based decision process or, as needed and agreed to, through a peer representative of a sister agency or state.

Responsibilities

Chair: The chairperson is responsible for: calling meetings, seeking agenda items and setting the agenda; managing the meetings and/or appointing a facilitator; managing conference calls; and tracking follow-up on all action items. He/she will also sign appropriate RMCG documents/correspondence representing all member agencies. In addition, the Chair will represent RMCG at Rocky Mountain Area Fire Executive Council Meetings and other meetings and events as appropriate. When the Chair is absent from the RMCG meetings, the Vice-Chair shall assume the full authority and responsibility of the Chair.

Vice-Chair: The Vice-Chair is responsible for serving as Chair in his or her absence and for performing delegated duties. Additionally, the Vice-Chair will be in charge of the Awards Program, and will coordinate the Spring Fire Management Meeting agenda for the year he/she is Vice Chair.

Business Manager: The Business Manager will take RMCG-related direction from the Chairperson. Recurring duties will include recording and distributing meeting minutes; maintaining annual RMCG calendar and action-log; ensuring website is up-to-date; managing meeting and workshop logistics including pre-work, facilities locations and contracts; and maintaining official RMCG files and records. This position will also manage logistics of the awards program.

RMACC Manager: The manager serves as a technical subject matter expert with respect to mobilization and also serves as a facilitator for RMCG meetings

Members: Members actively participate in RMCG. Additionally, each member serves as a liaison to sub-geographic dispatch centers and to standing committees as assigned. Liaisons are the main communication link between RMCG and the center/committee group. They are expected to be informed on center/committee issues and concerns, attend meetings, provide RMCG guidance as necessary, and provide feedback and information to RMCG.

Chair, RMA Fire Executive Council: The designated Chair, RMA-FEC, will meet with RMCG at their annual winter meeting to review IMT selections and provide the Executive Council's expectations (leaders' intent) for the year.

Multi-Agency Coordinating Group (MAC): The purpose of the MAC group is to prioritize incidents/resource use during periods of high incident frequency (typically Preparedness Levels 4 - 5). Each member agency will be represented on the Multi-Agency Coordinating Group (MAC) through a delegation of authority from their agency administrator. Although MAC group members can be RMCG members, coordination issues usually addressed by RMCG will not typically be handled by the MAC.

Duty Officer: In the absence of a MAC Group (typically at Preparedness Levels 1 – 3), RMCG will provide a Duty Officer to work with the RMACC Center Manager on a rotational basis. The duties of the RMCG Duty Officer are listed in the current RMA Mobilization Guide.

Conflict of Interest

RMCG members are expected to express opinions on different issues based upon their professional knowledge and the interests of the Agency they represent. However, biased opinions concerning issues which may affect the personal interests of the member are considered unprofessional and may conflict with the best interests of the Interagency fire community as a whole (Conflict of Interest).

Therefore, members are expected to abstain or recuse themselves from any issue in which they have a Conflict of Interest. This would include, but is not limited to, participating in an investigation or deliberation; establishment of an adverse policy; and/or drafting of corrective action regarding: 1) any group of which they are a member, including RMA Incident Management Teams; 2) their personal fire qualifications or eligibility to participate in an activity; and/or 3) the qualifications, eligibility or participation of any person with whom they have a close personal relationship.

Members who do not remove themselves from these situations may be required to do so by the majority of the RMCG membership.

Meetings and Reports

The RMCG shall confer monthly or as necessary to conduct business. Three meetings each calendar year will be held at locations to be determined by the member organizations through their representatives. The Group shall also meet upon the call of the Chair at a location to be determined by the Chair. The Chair shall submit necessary reports and have minutes prepared for each meeting and distributed to the members.

Monthly meetings shall focus on program coordination and incident management team oversight. Three times each year, meetings shall focus on standards, guidelines, and training and certification issues in interagency wildland fire operations. A quorum for conducting business shall be a minimum of two-thirds of the members.

Permanent Standing Committees

Interagency Standing Committees are established through RMCG direction. Issues and concerns of mutual interest will be assigned to the appropriate committee by RMCG. The RMCG will provide direction, oversight, and a Liaison to each Standing Committee. RMCG will dissolve any committee when determined it is no longer effective or needed.

Each Committee will have a charter with a mission and a purpose statement. Committee charters will be modified and/or approved by the RMCG and are an appendix to this charter. Committees will elect a Chairperson. Minutes of meetings will be taken and distributed to Committee members, the RMCG Business Manager, and Chairs of other Standing Committees.

Approved Committees:

1. Incident Business Management
2. Information/Education
3. Operations
 - Subcommittee - Incident Management Teams (IMT)
4. Training
5. Fire Program Analysis (FPA)
6. Geospatial Technical Committee
7. Aviation

Task Groups

RMCG and Committees may appoint Task Groups. A Task Group shall sunset upon completion of its assignment.

Expenses

Except as outlined above for hosting meetings, the costs of salary, travel, per diem, and operating expenses for the RMCG, Committee, and Task Group members will be borne by each agency. Member agencies will contribute to the costs of operations of RMA Teams, RMCG, RMACC, the Business Manager, special equipment, and awards within the limitations of their respective fiscal authorities and protocols. RMCG will evaluate alternatives to cover costs of special projects.

Appendices

- I. Current RMCG Members
- II. Standing Committee Liaisons
- III. Standing Committee Chairs
- IV. Standing Committee Charters
- V. Dispatch Center Liaisons
- VI. RMCG Award Criteria
- VII. RMCG Operating Plan
- VIII. RMCG Consensus Decision Model

This Charter is effective on the date of approval by the Rocky Mountain Area Fire Executive Council and shall remain in effect until revised or revoked by RMA-FEC.

Approved:

Bill Crapser
Chair

2/2/2012
Date

Rocky Mountain Area
Fire Executive Council

Rocky Mountain Operations Committee Charter

Introduction

The Operations Committee (herein referred to as the Committee) is established as a standing committee under the Rocky Mountain Coordinating Group (RMCG). The Committee shall function in an interagency advisory capacity for the RMCG to address Rocky Mountain Geographic Area's fire operational issues.

Mission Statement

The Committee's mission is to provide advice, counsel, and recommendations for the management of fire operations issues within the Rocky Mountain Area (RMA).

Purpose and Duties

- Provide the RMCG with a Committee recommendation on all assigned tasks.
- Provide a forum for the exchange of ideas relating to fire management operational issues.
- Follow and maintain the expectations of the RMCG.
- Review nominations, prioritize, and recommend selections for S-420/520/620 candidates in coordination with the RMCG Training Committee. Candidate recommendations should ensure a continual supply of qualified individuals to accept RMA team assignments in every position.
- Annually review those portions of the Rocky Mountain Area Interagency Mobilization Guide that are within the Committee's scope of oversight, and provide appropriate comments and changes to the Rocky Mountain Coordination Center (RMC). The Committee and RMC will concur on recommended changes before submitting to RMCG for approval.
- Annually review and coordinate proposed updates to the Rocky Mountain Area Fire Cache (RMK) Operating Plan.
- Review and provide information/recommendations on safety issues identified by other standing committees that cannot be resolved within each respective committee.
- Provide recommendations for operational issues in areas such as, but not limited to, air operations, Interagency Hotshot Crews, equipment, technology, weather, efficient utilization of resources within the RMA, safety, and position needs analysis (in conjunction with the Training Committee).
- Coordinate with all RMA Standing Committees on issues of mutual interest.
- Provide oversight and management for the Rocky Mountain Incident Management Teams:
 - ❖ Provide recommendations for Incident Management Team ICs to RMCG each year or when requested.
 - ❖ Provide recommended IMT rosters to RMCG for approval by February 15 of each year. The qualifications of all recommended team members will be verified before submittal to RMCG.
 - ❖ Assist in the evaluation of Team performances by reviewing Team Narratives, Agency Administrator Evaluations, and Command and General Staff Evaluations.
 - ❖ Review unavailability lists for all primary team members and justifications for failure of IMT members to fill positions.
 - ❖ Meet with the ICs following the fire season to review performance and identify problems requiring RMCG and/or Agency management solutions.

- ❖ Review performance problems by team personnel or grievances. Submit any recommendations for actions to RMCG.
- ❖ Monitor expected future team position vacancies due to team member length-of-service, transfers, and/or retirements to ensure that a continual supply of qualified individuals are ready to accept RMA team assignments in every position.

Membership

The Committee will be comprised of one voting member from each of the following RMA Agencies:

- Bureau of Indian Affairs (Southwest, Rocky Mountain, and Great Plains Regional Offices)
- Bureau of Land Management (Colorado and Wyoming State Offices)
- Forest Service (Rocky Mountain Region)
- National Park Service (Intermountain Region, Midwest Region)
- Fish and Wildlife Service (Mountain -Prairie Region)
- States of Colorado, Kansas, Nebraska, South Dakota, and Wyoming. (Each state may have a Representative. However, collectively the States will have only one vote.)

Advisory, non-voting membership will include subject matter experts in the fields of logistics, engines/equipment, IHC, safety, and aviation as well as the following:

- Rocky Mountain Area Coordination Center (RMC) - Center Manager
- Rocky Mountain Area Incident Commanders and Deputies

The Chairperson of RMCG approved committees may attend the operations committee meetings as the agenda allows. The agenda and minutes will be provided to each RMCG Committee Chairperson.

In addition, RMCG will appoint a liaison to the Committee as a non-voting member. The Liaison will represent RMCG during Committee meetings and other correspondence and serve as the main communication link between RMCG and the Committee.

The Committee will keep RMCG apprised of the need to replace Committee members. The Committee will make notification through the RMCG Liaison as to the need to appoint or replace members. RMCG will review and approve the appointment of new members based on the recommendations of the affected agency.

The Committee will appoint a non-voting Administrative Assistant in addition to those members/advisors listed above that will be responsible for recording, finalizing, and distributing the minutes of all meetings and conference calls. The minutes will be forwarded to the Committee members, RMCG, and the Chairs of other standing committees. The Administrative Assistant will be responsible for maintaining all files and records related to the work of the Committee. The position will be filled on a voluntary basis by any of the agencies/states represented.

Officers

Based on the order of the Agencies listed above, a Chairperson will be appointed for a one-year term. The Vice-Chairperson will be the representative from the next agency in line, and will assume the Chair position as it becomes vacant. Terms will expire after the Incident Management Team selection meeting in January. Interim vacancies will cause the rotation of the chair and vice-chair to move accordingly.

Officer Duties and Responsibilities

Chairperson: Responsible for coordination of all administrative actions and completion of RMCG assigned tasks. The Chair will ensure that: minutes of meetings are taken, edited, filed, and distributed to each Chair of the Standing Committees and each member of the RMCG. Specific responsibilities are outlined in the Committee's Operating Guide - "Chair Responsibilities".

Vice Chair: Assume the duties and responsibilities of the Chairperson during the absence of the Chairperson or at the request of the RMCG. Specific responsibilities are outlined in the Committee's Operating Guide - "Vice-Chair Responsibilities"

Members

All members, including non-voting Advisory members, are expected to participate to the best of their ability to fulfill the mission, duties, and purpose of the Committee and ensure success of fire management activities in the Rocky Mountain Area. The responsibilities of members and advisors are outlined in the Committee's Operating Guide.

Meetings

The Committee will meet as necessary to accomplish its assigned tasks but will meet at least three times annually (Fall, Winter, and Spring). Other meetings, to include task groups and subcommittees, may need to be scheduled to accomplish the mission of the committee. Additional work and/or meetings may be accomplished through the use of conference calls as well as informal face-to-face meetings between the members.

Tasking

The Committee will provide direction and oversight to any task group(s) created by the Committee. All tasks to be completed will be clearly identified, including the scope of the task and the time line for completion. A task group will sunset upon completion of its task unless additional work is assigned by the Committee. Task group membership shall be determined by each individual agency; however, the Committee may recommend the involvement of specific subject matter experts or specialists.

Subcommittees

Subcommittees may be established by the Committee to increase efficiency and defer the workload of the Committee.

Conflict of Interest

The interagency makeup and professionalism of the members of the Committee will offset any potential bias of Committee members who are also members of an IMT or any other group.

When occasions occur that make it necessary for the Committee to investigate and/or recommend corrective action of an Incident Management Team or individual, a Committee member who is also a member of the IMT in question or who has conflicting interests with an individual in question will abstain or defer from participating in the investigation or drafting of the corrective action.

/s/ *Joe Lowe*

1/20/10

Joe Lowe
Chairperson, Rocky Mountain Coordinating Group

Date

Rocky Mountain Training Committee Charter

Mission Statement

To provide a coordinated interagency approach to fire management training in the Rocky Mountain Geographical Area.

Objectives

- Provide direction, resources, and monitoring for the implementation of the training standards and components of the NWCG Wildland Fire Qualification System Guide, 310-1 and related training documents.
- Establish and maintain a system of procedures and processes to identify and meet the National and Geographic Area training needs of the member Agencies in a coordinated, efficient, and effective interagency approach.
- Identify and address issues, concerns, and opportunities related to interagency fire management training.
- Provide advocacy of new techniques, practices, and procedures, which facilitate more effective training.
- Support interagency area training committees to coordinate and facilitate training objectives and activities at the area level.
- Establish and monitor Memoranda of Understanding for non-agency training providers such as Community Colleges and non-profit associations.

Membership

The voting members of the training committee will be composed of 1) one representative selected by the dispatch center board of directors from each of the following Zones (designated by Interagency Dispatch Center boundaries), and 2) one representative from each state and federal agency. For the purpose of commitment and availability, members should not be primary members on any other RMCG committee and must be able to perform all duties as described under the organization.

Fort Collins Zone	Pueblo Zone
Grand Junction Zone	Craig Zone
Montrose Zone	Durango Zone
Cody Zone	Casper Zone
Rawlins Zone	Northern Great Plains Zone
U.S. Forest Service	Bureau of Land Management
U.S. Fish and Wildlife Service	Bureau of Indian Affairs
National Park Service	Kansas Forest Service
Wyoming State Forestry Division	Colorado State Forest Service
South Dakota Div of Wildland Fire Suppression	Nebraska Forest Service

Membership will also include individuals to assist in an advisory capacity as needed by the committee. These advisors will not have a voting representation. One member of the RMCG shall also participate as a liaison to the Rocky Mountain Training Committee (RMTTC).

Organization

A member of the RMTTC will serve as Chair for a period of two years. The RMTTC will elect the Chair and a Vice Chair to serve in the absence of the Chair. The Vice-Chair will assume the duties of the Chair at the end of the two year term of the Chair.

Chair

Responsible for administrative action to ensure mission attainment.

Assign task groups as needed.

Conducts Training Committee meetings, develop agenda.

Acts as the clearing house for the National Training Working Team business and reports.

Approves meeting notes for distribution, ensures notes are recorded, edited, filed, and distributed to the Committee members, Dispatch Centers and each RMCG member.

Reports to RMCG Liaison on the workings and recommendations of the team.

As appropriate, represents the Training Committee in Geographic Area level training matters.

Vice-Chair

Acts as the chairperson in his/her absence.

As assigned, represents the Committee.

Assumes the duties of chair at the end of his/her term.

Voting Members

Each member is responsible for representing and maintaining their Zone and/or agency interests, policies, and procedures as well as resolving issues within the intent of the Training Committee mission and the RMCG charter. Submit agenda items, attend all meetings, and accomplish assigned work. Review all material submitted to the Training Committee. Ensure that Zone personnel are briefed and provide feedback on the Training Committee activities and business.

Non-Voting Advisors

The Rocky Mountain Area Training Coordinator/GATR will serve as a non-voting member of the committee. As primary coordinator of the RMA training program, the Coordinator/GATR administers the training program as identified by the Committee.

Training providers having a signed MOU with RMCG may serve as non-voting members. They will participate in the Rocky Mountain Area needs analysis process and develop their schedules with recommendation from the Training Committee.

Regional and/or State Aviation Officers, RMA Prescribed Fire Committee Representative, RMA Operating Committee Representative, RMA Incident Business Management Committee Representative, RMA Dispatch Committee Representative, RMA Prevention and Education Committee Representative, Colorado Wildfire Academy Coordinator, and Wyoming Fire Academy Coordinator will attend meetings as non-voting members and provide input on the needs analysis for the coordination of training courses specific to Aviation, Prescribed Fire, Dispatch, Incident Business, Fire Prevention, Operations, and RMA position development.

Meetings

Regular Training Committee meetings will be held as deemed necessary by the Training Committee Chair. Quarterly meetings are recommended but not required, and can be completed by conference calls. Seven members shall constitute a quorum for voting purposes. There will also be a designated facilitator that will assist the chair in running the meeting and conference calls. A person will also be present to record the minutes and forward to chair in a timely manner for dissemination to the training committee.

Task Forces

Task Forces may be established as special needs arise. In no case will ad-hoc committees exist longer than one year. Ad-hoc committees can be re-chartered annually and are subject to RMCG review.

Training Committee Responsibilities

- Coordinate & approve 300/400 level courses for the RMA including scheduling.
- Coordinate training nominations and needs.
- Coordinate position needs analysis with the RMCG Operations Committee for National and Area Teams and incorporate those needs into the annual training program.
- Support RMA in the facilitation of trainees at the zone level.
- Identify interagency issues and concerns and provide recommendations to RMCG.
- Manage web-based catalog.
- Manage process for slot allocation for 400/500/600 level courses, with the exception of S420/S520/S620. The Training Committee will coordinate with the Operations Committee for prioritization/selection/submission of S420/S520/S620 candidates.
- Submit to RMCG annually an action plan, operating plan, and accomplishment report.

Approved:

<u>/s/ Rodney Redinger</u>	<u>04 Mar 08</u>
RMCG Training Committee Chairperson	Date
<u>/s/ Dave Carter</u>	<u>03 Mar 08</u>
Rocky Mountain Coordinating Group Chairperson	Date

NOTE: As of 4/15/10, this Charter is currently under revision.

Rocky Mountain Wildfire Coordinating Group Training Working Team

Process/Procedure in applying to conduct 300/400 NWCG Wildland Fire Training Courses.

National Wildfire Coordinating Group standards delegate 300/400 level course presentation responsibility to the Geographic Area Training Working Teams (reference the National Field Manager's Course Guide). The Geographic Area Training Working Teams are charged with assuring NWCG course and instructor standards are met along with interagency Geographic Area training coordination.

In the Rocky Mountain Area, several of the 300 level sessions have been delegated to the field for presentation. The following 300 level NWCG courses have been delegated to the Rocky Mountain Area Training Units for presentation:

- S-300 Incident Commander, Multi-Resources
- S-330 Task Force/Strike Team Leader
- S-336 Wildland Fire Tactics
- S-339 Division/Group Supervisor
- S-390 Fire Behavior Calculations
- I-300 Intermediate Incident Command System

A Rocky Mountain Area Training Unit desiring to conduct any of the 300-400 level NWCG courses that have not been delegated to the local level for presentation should apply to the RMCG Training Committee to present the course in the following manner:

1. Training Unit Chair or a representative from the Training Unit will draft the proposal to conduct the session.

The proposal should include:

- Reason the course is needed in that Training Unit (i.e., high student numbers in the local area, the perception that the need is not being met by the RMA schedule, etc.).
- Date(s) course will be offered.
- Proposed cadre.
- Proposed evaluation process.

2. Training Unit Chair or a representative will present the proposal to the RMCG Training Committee at their regularly scheduled meetings.

The RMCG Training Committee will discuss the proposal with the Training Unit representative when the presentation occurs. Considerations will be:

- How will the course impact the ensuing season's Geographic Area presentations (will a significant number of students be attending the local offering that may affect the ability to successfully present the Geo. Area presentation?).
- Is the course being taught to the NWCG standards?
- Course length should match the NWCG curriculum.
- Overall course and unit objectives should be met.
- Do the Lead and Unit Instructors meet NWCG standards?
- Assure there is a qualified Evaluator assigned to evaluate the course.
- Assure that the critiques or the evaluator's summary will be submitted to the Rocky Mountain Training Center for record-keeping and feedback for future courses.

Rocky Mountain Incident Business Committee Charter

Mission Statement

The Rocky Mountain Incident Business Committee (RMIBC) is established under the Rocky Mountain Coordinating Group (RMCG) to provide an interagency group to develop and coordinate business management policy and procedures within interagency standards. The Incident Business Committee will coordinate with other RM committees.

Purpose and Duties

Provide advice, counsel, and a coordinated direction on incident business management issues for the Rocky Mountain Coordinating Group. Coordinate business practices for wildland fire and emergency responses.

Review operational business management practices to address recurring problems.

Develop interagency guidelines/procedures for the following issues:

Review annually and update, or develop as needed, geographic area supplements to the Interagency Incident Business Management Handbook.

Annually coordinate with the Great Basin IBC for Buying Team and contracting operations for interagency application.

Develop and implement new business management programs/practices.

Set up task groups as needed to resolve business management issues. The Incident Business Committee will provide written objectives and time frames to the task group. A minimum of one (1) business committee member will be assigned to each task group to coordinate the assignment and understand the objectives. Task groups will sunset upon completion of assignments.

Develop and provide incident business training opportunities.

Membership

The Incident Business Committee will be comprised of one member from each of the following RMA Agencies. Each State is allowed one representative. The Forest Service, Bureau of Land Management, National Park Service, Fish and Wildlife Service, and Bureau of Indian Affairs will be allowed one representative from the Rocky Mountain Area.

State of South Dakota	Bureau of Land Management (CO/WY)
US Forest Service	State of Wyoming
State of Colorado	National Park Service
US Fish and Wildlife Service	State of Kansas
State of Nebraska	Bureau of Indian Affairs

Individual nominations to the committee will be made by the respective agencies and will serve a minimum of three (3) years.

Agency representatives will be responsible to ensure that respective agency policy and procedures are maintained and agency administrators are informed.

One member of the RMCG shall act as a liaison to the Incident Business Committee.

Additional non-decision-making, Subject Matter Experts may also be asked to become a member(s) of the Committee. Standing technical specialists may include the following: Contracting Officer, Buying Team Coordinator (shared), Logistics, Operations, Aviation, Dispatch, and Information & Education. Technical specialists may advise, assist and help complete tasks assigned to the committee. Assistance from other technical specialists may be requested on an as needed basis.

Operations and Organization

Meetings

The Incident Business Committee will meet semi-annually or as deemed necessary to identify and accomplish tasks.

Discussion of Issues

Issues will be addressed as tasked and/or appropriate. Issues will be discussed in a professional and respectful manner by members.

Decision-making

The goal of the Incident Business Committee is to make all decisions and recommendations using a consensus-based approach using the model displayed on the RMCG website. <http://gacc.nifc.gov/rmcc/administrative/docs/20111019RevisedConsensusModel.pdf> This model does allow for decision-making by majority vote in rare events. A minimum of six (6) committee members must be present when topics are up for decision. Dissenting opinion(s) will be noted in meeting minutes. If a member agency has more than one representative, the agency will only have one vote.

Conflict of Interest

Members are expected to express opinions on different issues based upon the professional knowledge and interests of the Agency they represent. However, biased opinions concerning issues which may affect the personal interests of the member reflect a Conflict of Interest that is considered unprofessional and may conflict with the best interests of the Interagency fire community as a whole. Therefore, members are expected to abstain from decision-making on any issue in which they have a Conflict of Interest.

Officers

Based on the order of agencies listed under Membership, a chair will be chosen to serve a one-year term. A vice-chair and secretary will be the representatives from the next agencies in line, and will assume the preceding position as it becomes vacant. The chair and vice-chair positions will be filled one each with a federal and State agency representative. If circumstances warrant, there may be a change in the rotation if approved by the RMCG.

Duties and Responsibilities

Chair:

Conduct committee meetings, produce annual work plan, identify issues and report accomplishments to the coordinating group at their annual meeting and/or via conference calls. Sign appropriate documents and correspondence.

Vice-Chair:

Act as lead for facilitation, development, and issuance of geographic supplements and other guidelines.

Function as the Chair for all conference calls or meetings in the absence of the Chair.

Secretary:

Schedule all conference calls and meetings, develop agendas, and provide a recorder to take and distribute minutes of the meeting.

Members:

Members are expected to actively participate in the Incident Business Committee. They are expected to represent the interests of their Agency, be informed on issues and concerns, attend meetings, provide expertise, discussion and feedback, and complete assigned tasks in a timely manner. In addition, members will be assigned each year to liaison roles as necessary to ensure coordination with groups such as other RMA Committees, the Great Basin IBC buying team and contracting coordination.

Task Groups:

The Incident Business Committee will not task other RMCG committees to accomplish work, but it may set up task groups and/or assign specialists to assist as needed. These groups will operate under the following guidelines:

The Incident Business Committee may define task groups to assist in completing projects or review proposed procedures.

The Incident Business Committee will provide direction and oversight to the task group(s) by clearly identifying the task to be completed, the scope of the task and the timeline for completion.

Reports

The Committee will provide an annual report to the RMCG consisting of a status report of activity, issues resolved and/or in need of attention by the RMCG.

Finances

The cost of the meetings, activities and/or operations will be borne by the sponsoring agencies.

Appendices

I. IBC Roster

II. Operating Guidelines

/s / Robert J. Jones

Rocky Mountain Coordinating Group Chairperson

3/19/12

Date

Rocky Mountain Information and Education Committee Charter

Mission Statement: Information and Education Standing Committee is established under the Rocky Mountain Coordinating Group (RMCG) as an interagency advisory committee to make recommendations on improvement of the information, mitigation, prevention and education functions in the Rocky Mountain Area.

Membership: The Committee will be comprised of at least one member, and an alternate, representing each of the following Rocky Mountain Area Agencies:

Bureau of Land Management (Colorado and/or Wyoming)
USDA Forest Service (Rocky Mountain Region)
Bureau of Indian Affairs (Great Plains, Southwest, and/or Rocky Mountain Regions)
National Park Service (Intermountain Region)
Fish and Wildlife Service (Mountain Prairie Region)
State Agencies (Colorado, Wyoming, South Dakota, Kansas, and Nebraska - 1 vote per state)

Advisory Members:

Rocky Mountain Area Coordination Center
RMA Fire Prevention and Education Team coordinator
County/Local Fire Service Entities
RMCG Liaison
RMCG IMT Lead PIO's

In addition, non-advisory members are welcome to participate. Examples of such groups/organizations would include, Nebraska Partners in Prevention, FIREWISE Community USA recognized communities, and Front Range Fuels Treatment Partnership.

Purpose: The Committee will provide advice, counsel, and make recommendations on information and education issues in the Rocky Mountain Area. Each of the official committee members will have a voice in decision making following the RMCG consensus model. The Committee will provide RMCG with final recommendations on all assigned projects.

Meetings: The Committee will follow the posted meeting schedule on the RMCG website.

- The annual fall meeting will be in person at a location determined by the Chair.
- At least one conference call/meeting per year will seek to invite the RMA IMT lead PIO's to provide feedback to the committee.
- One conference call/meeting per year will seek to actively review and learn from the previous seasons Fire Prevention and Education Team (FPET) and Public Information Officer (PIO) deployments.

Officers: Based on the order of the Agencies listed below, a Chairperson will be appointed for a one-year term. The Vice-Chairperson will be a representative from the next Agency in line, and will assume the Chair position as it becomes vacant. Terms will expire after the annual report is given to RMCG at its January meeting. Interim vacancies will cause the rotation of the chair and vice-chair to move accordingly.

Kansas Forest Service
US Forest Service
Wyoming Division of Forestry
Bureau of Land Management
Colorado State Forest Service
National Park Service
South Dakota Wildland Fire Suppression Division
Bureau of Indian Affairs
Nebraska Forest Service
Fish and Wildlife Service

Duties and Responsibilities

Chair

1. Lead meetings, facilitate conference calls, and assign task groups as needed.
2. Maintain the conference call schedule and set location for annual meeting.
3. Request meeting attendance of specially qualified individuals as required.
4. Represents the Committee to the RMCG.
5. Maintain and monitor progress of Committee Work Plan.

Vice-Chair

1. Assumes the duties and responsibilities of the Chair in the absence of the Chair.
2. Ensure that minutes of meetings are taken, edited, filed and distributed to each member of the Standing Committee, each member of the Rocky Mountain Area Coordinating Group, the Chairperson of each RMA Standing Committee, and that the products from the Standing Committee are reproduced and distributed to agencies.

All Members

1. Responsible for attending/taking part in Committee conference calls and the annual meeting. If a committee member cannot attend a meeting/conference call, they will make a best effort to have an alternate participate in their place.
2. Responsible for completing and reporting on projects as assigned.
3. Review information submitted by other Committee members.
4. Serve as a conduit between the Committee and agency personnel and cooperators to inform them of Committee actions, progress, and new developments.

- 1
2 5. A task group will be maintained annually to oversee the Information and Education
3 Committees assistance with prioritization of PIO candidates for S-420 and S-520 in
4 cooperation with other applicable RMCG standing committees.
5

6 Task Groups
7

8 Task groups may be formed to assist in completing assigned tasks. The Task Groups will
9 receive their direction and oversight from the Committee. The Committee will identify the scope
10 of assignments and provide time frames for completion.
11

12 A Task Group, upon completion of its task(s), will sunset unless additional work is requested.
13 The Committee may enlist the aid of subject matter experts as necessary.
14

15 Issues and Recommendations
16

17 Issues and recommendations will be presented in the format posted on the RMCG website.
18
19
20

21 Recommended by:
22
23

24 **Ron Graham**
25 Chair, Information Education Committee
26
27
28
29
30

11/17/10
Date

31 Approved by:
32
33

34 **Joe Lowe**
35 Chair, Rocky Mountain Coordinating Group
36
37
38
39
40

1/20/11
Date

Rocky Mountain Fire Program Analysis (FPA) Committee Charter

Mission Statement:

The Rocky Mountain Fire Program Analysis Standing Committee (herein referred to as the RM FPAC) is established under the Rocky Mountain Coordinating Group (RMCG) to provide an interagency approach to the implementation and support of the Fire Program Analysis (FPA) system.

Membership:

The Committee will be comprised of representatives from each of the following RMA Agencies:

Bureau of Indian Affairs (Southwest, Rocky Mountain and Great Plains Regional Offices)
Bureau of Land Management (Colorado, Wyoming and Montana/Dakotas State Offices)
Forest Service (Rocky Mountain Region)
National Park Service (Intermountain Region, Midwest Region)
Fish and Wildlife Service (Mountain -Prairie Region)
States of Colorado, Kansas, Nebraska, South Dakota and Wyoming.

Agency representatives will be responsible to ensure that respective agency policy and procedures are maintained and agency administrators are informed.

The RM FPAC will make all decisions and recommendations using a consensus-based approach http://gacc.nifc.gov/rmcc/RMCG_WEB_Postings/Consensus%20Decision%20Model_Final.pdf.

One member of the RMCG shall act as a liaison to the FPA Committee.

Purpose:

- Assist the RMA Fire Planning Unit (FPU) leads and agency specialists by providing advice, monitoring and assistance to field units in the interagency implementation of FPA.
- Provide a communications link between RMA FPUs and the national level FPA group for successful interagency implementation of FPA.
- Coordinate the implementation of FPA accordance with national guidelines and timeframes.
- Assist the RMA FPU's as they work to resolve local issues associated with the implementation of FPA, including but not limited to sharing of fire management resources and boundary management.
- Assess and coordinate FPA training needs between the RMA FPUs and the National FPA Implementation Coordination Group.
- Identify, draft, and/or recommend strategies required for interagency implementation of FPA.
- Develop a geographic area protocol for FPA review processes.

Officer Duties and Responsibilities

A Chair and Vice-Chair will provide leadership for the RM FPAC. The term for Chair is one year; however the term may be extended based upon individual circumstances and agreement by the committee. At the end of the Chair's term or if the Chair position becomes vacant, the sitting Vice-Chair will assume the Chair position and a new representative will move into the Vice-Chair position.

There will be an agency rotation of the seats, so that all agencies participate equally over time. The agency rotation will be: USFS, BLM, BIA, NPS, FWS, State. If circumstances warrant, there may be a change in the rotation if approved by the RMCG.

Chair:

- Serves as the primary contact for the National FPA Implementation Coordination Group (ICG) in the role of the Geographic Area Lead for RMA.
- Disseminates pertinent FPA information to the Committee members and briefs the RMCG as needed or requested.
- Is responsible for sharing information with the Fire Planning Units (FPU) leads speaking in one voice for the geographic area agencies.
- Serves as the focal point for collecting and summarizing FPA issues from the geographic FPUs. Issues that cannot be resolved at the geographic level and require national resolution will be elevated to the ICG.
- Ensures all topics and/or issues are resolved to the satisfaction of the standing members. Issues that are unable to be resolved will be elevated to the RMCG Liaison for attention and/or further action.
- Ensures that Committee meeting/teleconference notes are recorded, edited, filed and distributed to committee members, FPU leads, each RMCG Standing Committee Chair, Rocky Mountain Area Coordination Center Website Manager, and the RMCG. This duty may be delegated to the Vice-Chair.

Vice-Chair:

- Coordinates RMA FPA training/workshops with the ICG and the RMA FPU leads, keeping records for the geographic area.
- Functions as the Chair for all conference calls or meetings in the absence of the Chair.

Meetings/Teleconferences:

The FPA Committee will convene as often as necessary to accomplish assigned tasks or resolve issues, but should convene twice a year as a minimum. Meetings are open to agency fire planners and other interested parties. Any Committee member can request additional meetings or teleconferences if the need arises.

Task Groups:

The Committee may also set up task groups and/or assign specialists to assist as needed. These groups will operate under the following guidelines:

- The FPA Committee may define task groups to assist in completing projects or review proposed FPA modules business rules.
- The FPA Committee will provide direction and oversight to the task groups by clearly identifying the task to be completed, the scope of the task and the timeline for completion.

Reports:

The Committee will provide an annual report to the RMCG consisting of a status report of FPA implementation, issues resolved and/or in need of attention by the RMCG.

Finances:

Cost of the meetings will be borne by the sponsoring agencies.

Approved By:

Joe Lowe
Chair, RMCG

2/10/11
Date

Rocky Mountain Geospatial Technology Committee Charter

I. Background

During the 2002 fire season an interagency group formed to assist Rocky Mountain Coordination Group (RMCG) with Geographic Information Systems (GIS) support. The group provided RMCG with high quality products that were used daily in making key decisions. This group continued meeting through the winter of 2002 to prepare for the 2003 season, but due to decreased fire activity the group stopped meeting.

Since 2002, there have been great strides in acceptance of GIS as a key tool for incident support. The GIS Specialist (GISS) position is now part of all RMA teams and is considered critical for wildland and all-risk incidents. In 2005, this group reconvened to create interagency fuels treatment data standards for the Rocky Mountain Area.

RMCG would benefit greatly from interagency advice on GIS issues and the coordination that the creation of a committee would bring. The group recommends formalizing this standing group under the Rocky Mountain Coordination Group to provide better service to the Fire Managers of the Rocky Mountain Area.

II. Name

The name of this committee is the Rocky Mountain Geospatial Technology Committee of the Rocky Mountain Coordination Group, hereinafter referred to as the RMGTC.

III. Authority

This Committee is established pursuant to: The Rocky Mountain Coordinating Group Charter (http://www.fs.fed.us/r2/fire/docs/RMCG_charter_2002.PDF) and is established to further interagency cooperation, communications and coordination, and to implement interagency fire management direction in the Rocky Mountain Area.

IV. Scope

The RMGTC will review and recommend geospatial technologies in all phases of wildland fire management for the Rocky Mountain Area.

V. Mission

Provide the Rocky Mountain Coordination Group with quality information and advice, regarding use of geospatial data, applications, standards and processes in support of interagency wildland fire management, consistent within the mission of the RMCG.

1 Strategically facilitate and coordinate processes and communications necessary to ensure the
2 integration, implementation, and efficient use of geospatial components and technologies for the
3 interagency wildland fire management program.

4 5 **VI. Objectives**

6 The RMGTC members will utilize their expertise, knowledge, and experience of geospatial
7 components and technologies related to wildland fire business, methods and techniques to:

- 8 A. Provide a coordinated interagency point of contact for the RMCG
9 regarding the use of geospatial technology in support of wildland fire
10 management.
- 11 B. Work to ensure coordination with all RMCG Committees, Federal, and State agencies at all
12 levels to provide proper and efficient use of geospatial technology in the support of wildland
13 fire management. Interact with existing technical groups that specialize in areas of geospatial
14 sciences that may influence the use of geospatial components and technologies for wildland
15 fire management.
- 16 C. Recommend and review interagency standards and processes to ensure that
17 quality geospatial information and tools are available for use in wildland
18 fire management activities.
- 19 D. Provide awareness and information on the application of geospatial
20 technology in support of wildland fire management.
- 21 E. Recommend or develop interagency strategies that will promote the use
22 geospatial technology to support the wildland fire community.
- 23 F. Review new applications of geospatial components and technologies to determine if they
24 address identified wildland fire business needs.
- 25 G. Provide assistance in the coordination of geospatial training and information sharing.
- 26 H. Provide coordination and communication concerning geospatial technology between the
27 RMCG and National Wildfire Coordinating Group's Geospatial Task Group.
- 28 I. Coordinate emerging geospatial tools and data (i.e. FPA, LANDFIRE).
- 29 J. Create linkages with RMA Incident Management Teams and local Type 3 teams to assist in
30 the use of geospatial technologies.

31 32 **VII. Organization**

33 The RMGTC is under the direction of the RMCG and will at times, call on
34 subject matter specialists to participate in discussions and recommend
35 solutions.

36 37 **VIII. Membership**

38 The membership of the RMGTC is composed of a wildland fire geospatial lead from each of the
39 wildfire agencies (the USDA Forest Service, and the DOI Bureau of Land Management, Bureau
40 of Indian Affairs, National Park Service, and Fish and Wildlife Services), and the DOI United

1 States Geological Survey. RMCG members will appoint geospatial leads from their respective
2 agencies.

3
4 Membership will also include State Representative from Colorado, Wyoming, South Dakota,
5 Kansas, and Nebraska.

6
7 Each member agency may name one or more Technical Advisors to assist with the RMGTC
8 workload.

9
10 This Charter is effective as of the date of approval by the Chairperson of the
11 RMCG. The Charter may be revised upon the recommendation of the
12 consensus of the committee members and with the concurrence of the RMCG.

13 14 **IX. Committees**

15 Committees may be established by the RMGTC, with documented concurrence
16 of the RMCG Chair, to address specific issues. The composition of tasks
17 groups will represent different geographic and organizational perspectives and
18 may include personnel from a variety of agencies and organizations. A
19 committee reports and recommendations will be submitted to the RMGTC for
20 approval and/or further action. The RMGTC will identify a liaison to any
21 work groups it establishes.

22 23 **X. Chairperson and Vice-Chairperson Authorities and Responsibilities**

24 The Chairperson and Vice-Chairperson will be chosen through internal
25 nomination and consensus of membership. Terms will be a minimum of two
26 years with a maximum of five years. Yearly reports will aid in adjusting duties
27 of Chairperson and Vice-Chairperson.

28 29 **A. The Chairperson has the following responsibilities and authority once** 30 **the objective, work plan, and meeting dates are approved by the** 31 **RMCG:**

- 32 1. Convene meetings and conference calls.
- 33 2. Request and schedule agenda items for meetings.
- 34 3. Recommend to the RMCG the need for further resources and authorities.
- 35 4. Submit annual work plans and budget requests to the RMCG.
- 36 5. Assign work to members for specific projects or tasks.
- 37 6. Present or assign a member to give progress reports at RMCG meetings.
- 38 7. Produce and distribute the meeting minutes within 30 days after a meeting.
39 Deliver meeting minutes to Doug Wagner for posting on the web.

B. The Vice-Chair will assist with administrative tasks as assigned by the Chair. The Vice-Chairperson will assume the duties of the Chairperson during any absence of the Chairperson. The Vice-Chair will also ensure that minutes of meetings are taken, edited, filed, and distributed to each member of the Geospatial Technology Committee, to each member of the Rocky Mountain Area Coordinating Group, to each Committee Chair, and made available for posting on the web. Additionally, the Vice-Chair will ensure that products from the Geospatial Technology Committee are reproduced and distributed to agencies.

XI. Meetings and conference calls

At least two (2) meetings will be held annually. The last meeting will be held to prepare an annual operating plan (work plan) to identify activities and resource needs for the upcoming year. Conference calls will be scheduled as needed.

The RMGTC will make decisions by consensus among the identified committee members. Technical Advisors or other individuals invited on an *ad hoc* basis provide information/recommendations but are not involved in the consensus decision. The consensus decision model adopted by RMCG is available at:

http://gacc.nifc.gov/rmcc/RMCG_WEB_Postings/Consensus%20Decision%20Model_Final.pdf

XII. Reports and Evaluations

A. Reports: The RMGTC will submit annual work plans and accomplishment reports describing areas of investigation, time lines for deliverables, and estimated resources needed to meet the timeline to the RMCG.

B. Evaluation: The RMCG will provide direction to the committee and evaluate the performance of the Committee to act on that direction. Evaluations and direction will be submitted through meeting minutes and the RMCG liaison.

XIII. Funding

RMCG agencies will contribute salary for their members of the RMGTC. All other funding requests will be proposed through projects to the RMCG.

XIV. Durations and Termination

The duration of this committee is expected to be indefinite, but can be terminated by the RMCG chair with consensus of the RMCG and approval by the NWCG Liaison.

XIV. Approval Section

This Charter is effective as of the date of approval by the Chair of the RMCG. The Charter may be revised upon recommendation of a majority of the committee members and with concurrence of RMCG.

Joe Lowe
Chair, RMCG

2/10/11
Date

ROCKY MOUNTAIN AVIATION COMMITTEE CHARTER

Mission Statement

The mission of the Rocky Mountain Coordinating Group Aviation Committee (RMCGAC) is to provide consistent aviation expertise and guidance to aviation managers, coordinators, and users within the Rocky Mountain Geographic Area.

Purpose and Duties

The group will be tasked by the RMCG with individual projects on an annual basis. Projects may be identified and brought forward to the RMCG by any of the established committees or groups within the Rocky Mountain Area (RMA).

The overall direction from RMCG to the working committee is as follows:

1. Provide advice, counsel, and recommendations for coordinated direction on aviation operational issues for the RMA.
2. Provide a forum for the exchange of ideas relating to aviation operational issues.
3. Coordinate with other RMCG working committees as appropriate and necessary (See “Committee Coordination” for additional information).
4. Develop, to the extent possible, a common RMA approach and input to national interagency aviation issues.
5. Provide annual aviation input and review of the Rocky Mountain Area Interagency Incident Mobilization Guide.

Membership

A small group of aviation managers will be represented on the RMCGAC (an agency may agree to representation by another agency). There is a need for the group to be relatively small in order to be effective and accomplish tasks in a timely manner. All of the agencies within the Rocky Mountain Area will have the opportunity to make comments and changes to the products provided by this group.

Bureau of Indian Affairs (Southwest, Rocky Mountain and Great Plains Regional Offices)
Bureau of Land Management (Colorado and Wyoming)
Forest Service (Rocky Mountain Region)
National Park Service (Intermountain Region)
Fish and Wildlife Service (Mountain -Prairie Region)
States of Colorado, Kansas, Nebraska, South Dakota and Wyoming. (Each state may have a representative.)
Liaison from the Rocky Mountain Coordinating Group
Liaison from the Rocky Mountain Coordination Center
USFS Rocky Mountain Regional Helicopter Specialist

Agency representatives will be responsible to ensure that respective agency policy and procedures are maintained and agency administrators are informed.

Additional non-decision-making, Subject Matter Experts may also be asked to become a member(s) of the Committee.

Operations and Organization

Meetings: The Aviation Committee will convene as often as necessary to accomplish assigned tasks or resolve issues, but should convene twice a year as a minimum. Meetings are open to agency fire planners and other interested parties. Any Committee member can request additional meetings or teleconferences if the need arises.

Committee Coordination: Due to the specialized nature of aviation operations and training, the Aviation Committee will provide open communication and coordination with the RMCG Operations Committee and the RMCG Training Committee and provide an Aviation Committee representative at each of these committees' meetings.

In addition, every effort will be made to schedule RMCG Aviation Committee meetings concurrently and co-located with the RMCG Operations Committee Meetings due to the necessity of close interagency coordination on specific operational issues.

Discussion of Issues: Issues will be addressed as tasked and/or appropriate. Issues will be discussed in a professional and respectful manner by members.

Decision-making: The goal of the Aviation Committee is to make all decisions and recommendations with a consensus-based approach using the model displayed on the RMCG website. This model does allow for decision-making by majority vote in rare events.

Conflict of Interest: Members are expected to express opinions on different issues based upon the professional knowledge and interests of the Agency they represent. However, biased opinions concerning issues which may affect the personal interests of the member reflect a Conflict of Interest that is considered unprofessional and may conflict with the best interests of the interagency aviation community as a whole. Therefore, members are expected to abstain from decision-making on any issue in which they have a Conflict of Interest.

Officers: A Chair and Vice-Chair will provide leadership for the Committee. The term for Chair is one year; however the term may be extended based upon individual circumstances and agreement by the committee. At the end of the Chair's term or if the Chair position becomes vacant, the sitting Vice-Chair will assume the Chair position and a new representative will move into the Vice-Chair position.

There will be an agency rotation of the seats, so that all agencies participate equally over time. The agency rotation will be: USFS, BLM, BIA, NPS, FWS, and State. If circumstances warrant, there may be a change in the rotation if approved by the RMCG.

Duties and Responsibilities

Chair:

- Serves as the primary contact for the National Interagency Aviation Council (NIAC) in the role of the Geographic Area Lead for the Rocky Mountain Area.
- Disseminates pertinent aviation information to the Committee members and briefs the RMCG as needed or requested.

- Is responsible for sharing information with the RMCG Operations Committee speaking in one voice for the geographic area agencies.
- Serves as the focal point for collecting and summarizing aviation issues from the zones. Issues that cannot be resolved at the geographic level and require national resolution will be elevated to NIAC.
- Ensures all topics and/or issues are resolved to the satisfaction of the standing members. Issues that are unable to be resolved will be elevated to the RMCG Liaison for attention and/or further action.
- Ensures that Committee meeting/teleconference notes are recorded, edited, filed and distributed to committee members, and the RMCG liaison. This duty may be delegated to the Vice-Chair.

Vice-Chair:

- Functions as the Chair for all conference calls or meetings in the absence of the Chair.

Members: Members are expected to actively participate in the Aviation Committee. They are expected to represent the interests of their Agency, be informed on issues and concerns, attend meetings, provide expertise, discussion and feedback, and complete assigned tasks in a timely manner.

Task Groups: The Committee cannot task other RMCG committees to accomplish work, but it may set up task groups and/or assign specialists to assist as needed. These groups will operate under the following guidelines:

- The Aviation Committee may define task groups to assist in completing projects or review proposed procedures.
- The Aviation Committee will provide direction and oversight to the task group(s) by clearly identifying the task to be completed, the scope of the task and the timeline for completion.

Reports

The Committee will provide an annual report to the RMCG consisting of a status report of activity, issues resolved and/or in need of attention by the RMCG.

Finances

The cost of the meetings, activities and/or operations will be borne by the sponsoring agencies.

Appendices**I. Current members**

/s / Robert J. Jones

Chair: Rocky Mountain Coordinating Group

3/9/2012

Date